ADD, DELETE, OR CHANGE GUARANTEED LOAN BORROWER INFORMATION
TRANSACTION 4051

1. CASE NO. (5), (6), (7)	2. PROCESSING TYPE CODE (1251)
ST CO BORROWER'S ID	1 = ADD 4 – NEW CASE NUMBER NOT ON MASTER FILE 2 = DELETE 3 = CHANGE 5 = NEW CASE NUMBER IS ON MASTER FILE
3. BORROWER NAME	4. NEW CASE NUMBER
	,0, , ,0, , , , , , , , , ,

COMPLETE IF PROCESSING TYPE CODE EQUALS 1 OR 3

5. NAME AND ADDRESS OF BORROWER (9-14) *(New)* *(Complete in entirety for any change)*	6. BORROWER'S TYPE CODE (236)
	01 = INDIVIDUAL 07 = OTHER
	02 = CORPORATION 08 = INDIAN TRIBE
	03 = PROPRIETORSHIP 09 = TRUST
	04 = COOPERATIVE 10 = LIMITED PARTNERSHIP
	05 = PUBLIC BODY 11 = ASSOCIATION OF FARMERS
	06 = PARTNERSHIP 12 = ORGANIZATION OF FARM WORKERS
	7. SERVICING AND INVENTORY STAFF TRANSFER CODE Y = YES N = NO
⌞⌞⌞⌞ ZIP CODE	**8. SERVICING AND INVENTORY STAFF TRANSFER ACTION CODE**
9. LOAN NO. LAST ASSIGNED (15) *(Complete for change only)*	10. SUSPEND CODE (4800) *(Complete for change only)* 0 = NO SUSPEND CODE 2 = SUSPEND ALL NEW LOAN ACTIVITY ONLY

11. EMPLOYEE RELATIONSHIP CODE

    0 - NO RELATIONSHIP

    1 - EMPLOYEE

    2 - MEMBER OF FAMILY

    3 - CLOSE RELATIVE

    4 - ASSOCIATE

12. REMARKS

13. SIGNATURE OF FmHA REPRESENTATIVE	14. TITLE	15. DATE

INSTRUCTIONS FOR PREPARATION

Item 1.   Enter the borrower's case number. Show the State and County code and the borrower's Social Security or Internal Revenue Service tax identification number.

Example: |2|9|0|3|7|0|5|4|3|2|6|5|4 3|2|

Item 2.   Enter applicable processing type code. Example: |1|

Item 3.   Enter the borrower's name - Abbreviate when necessary.

Example: |T|H|O|M|P|S|O|N| |R|O|B|E|R|T| |L|

Item 4.   Enter new case number. Complete this item only if processing type code is 4 or 5.

For borrowers who are related to or associated with an FmHA employee, show the State and County codes of the office of the designated processing/servicing official.

Example: |2|9|0|3|7|0|7|8|4|2|4|8|9 5|1|

Item 5.   Enter borrower's and co-borrower's complete name and address. If any part of the borrower's name or address needs to be corrected, the complete, correct borrower's name and address must be entered. Abbreviate State name to two characters.

Example:
T	H	O	M	P	S	O	N		R	O	B	E	R	T		L	
1	2	3	9	8		H	I	G	H		R	I	D	G	E		
D	R	I	V	E												
K	A	N	S	A	S		C	I	T	Y		M	O			
6	8	9	0	1		ZIP CODE

Item 6.   Enter applicable borrower's type code. Example: |0|1|

Item 7.   Enter applicable servicing and inventory staff transfer code. If completed, processing type code must equal 3.

If completed, servicing and inventory staff transfer action code must be completed. Example: |Y|

Item 8.   Enter applicable servicing and inventory staff transfer action code.

If completed, processing type code must equal 3. If completed, servicing and inventory staff transfer code must be completed. The servicing and inventory staff transfer action code must equal input reason/resolution code on Transaction 8N, Record Loan Classification Data, for borrowers with both insured and guaranteed loans. The servicing and inventory staff transfer action code should reflect the insured or guaranteed loan delinquency which required the borrower loan portfolio to be transferred to a SIS office.

Example: |9|

If servicing and Inventory Transfer Code = Y:

1.

Single Family Housing Insured Loans
1 - Delinquent 60 days
2 - Delinquent 30 days under workout agreement

Farmer Program Insured Loans
3 - Delinquent 120 days
4 - Delinquent 180 days

Single Family Housing/Farmer Program Insured Loans
5 - Foreclosure Action Pending
6 - Bankruptcy Action Pending
7 - Court Action Pending
8 - Problem Case Report Filed

Single Family Housing/Farmer Program Guaranteed Loans
9 - Lender notifies FmHA that loan is delinquent

If Servicing and Inventory Transfer Code = N:

2.

Single Family Housing Insured / Guaranteed Loans
1. Borrower paid current
2. Borrower made 4 consecutive timely payments on workout agreement

Farmer Program Insured / Guaranteed Loans
3. Borrower paid current
4. Restructuring with new loan
5. Restructuring without new loan
6. Net recovery buyout

Single Family Housing/Farmer Program Insured Loans
7. Recapture receivable

Item 9.   Enter loan number of last FmHA loan number assigned. Example: |0|2|

Item 10.   Enter applicable suspend code. Finance Office Use Only.

Example: |0|2|

Item 11.   Enter applicable Employee Relationship Code. Example: |1|

Item 12.   Complete this section if additional information is necessary in explanation of this adjustment.

Item 13.   Enter the authorized FmHA signature.

Item 14.   Enter the title of the person authorized to sign this form.

Item 15.   Enter the date signed.